

STATE OF IDAHO
Model
Workplace Violence Policy

The State of Idaho is committed to providing a work environment free from violence for all employees. The State will not tolerate any form of violence in the workplace including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe.

Violence and threats of violence may include, but are not limited to:

- Physically aggressive acts (hitting, shoving, fighting.)
- A serious, communicated or implied intent to harm another, or endanger their safety, or destroys property.
- Actions that have a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior (harassing phone calls, stalking, intensely focusing on a grudge or aggravation, etc.).
- Inappropriate use or display of firearms, weapons, or any other dangerous devices on state property.

If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may be taken, up to and including immediate dismissal.

Duty to Report. Any violence or threat of violence must be reported immediately to the Director/Administrator or designee.

The Director/Administrator or designee will promptly convene an investigation to address concerns or incidents of workplace violence.

Confidentiality. After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger. Care must be taken to keep the situation contained to prevent escalation of the violence or threat and prevent damage to the reputation of someone falsely accused.

Implementation. This policy is effective immediately. A copy will be distributed to all current employees, and become part of regular new employee orientation and the Employee Handbook.